



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

(15) 4388-38

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/09/80	1. Agency Address Georgia Ports Authority Operations Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-27-A	
Application Number 85		Date Received JAN 17 1980	Date Completed JAN 31 1980
2. Person to Contact Sandra Jones		Working Title Administration Manager - Operations	Telephone Number 964-1721, # 247
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-27 Check One: <input type="checkbox"/> Change: <input type="checkbox"/> Supersede: <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office; if different) Individual Ship Import Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Railroad Company, Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority.</p> <p>The Office Manager in which this file is created supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling.</p>			
7. Record Series Description Documents relating to: included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documenting the incoming cargo of various ships. Cargo discharge orders, temporary cargo receipts, delivery orders, custom release orders, cargo delivery tallies, cargo outturn receipts (final cargo receipt), invoices for cargo.	
File is arranged: Alphabetically by ship name, by date.			
8. Monthly Reference Rate One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>3-4</u> ; twenty-five months and older <u>1-2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>12</u> ; Shelves _____; Other (specify) _____			

X		If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	*	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Docks, Warehouse, Ocean Terminal, Bulk Facility, Brunswick
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | 7 _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other six months then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2 year(s); then transfer to dead storage, hold 4 years; then,
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

* h. The following departments and terminals retain duplicates of ship files as indicated:

Docks	-----	1 year
Warehouse	-----	1 year
Ocean Terminal	-----	7 years
Bulk Facility	-----	2 years
Brunswick	-----	1 year

Duplicates fall under State Wide Common Schedule 34 (B)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Sandra E. Jones</i>	1/11/80	<i>Carol M. Harty</i>	1-11-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	1-28-80
State Auditor/Designee		<i>M. J. Harty</i>	1-30-80
Secretary of State/Designee			
Attorney General/Designee			



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Application Date 11-30-78	1. Agency Address Georgia Ports Authority Operations Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 79-27	
Application Number 50		Date Received JAN 19 1979	Date Completed MAR 14 1979
2. Person to Contact Sandra Jones		Working Title Operations Manager	Telephone Number 964-1721, 289
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 98 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
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File is arranged: Alphabetically by ship name, by date.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>3-4</u> ; twenty-five months and older <u>1-2</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>12</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? Long term research
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
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Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. S. Stud</i>	<i>11/10/79</i>	<i>Carol Thompson</i>	<i>1-10-79</i>

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>	<i>3-13-79</i>
Secretary of State/Designee	<i>Carroll Hart</i>	<i>3-12-79</i>
Attorney General/Designee	<i>[Signature]</i>	<i>3-13-79</i>